

Self-Review: Meal Counting and Claiming System

Annual review for accuracy of the Point of Service system at each school under jurisdiction of the SFA.

Complete before FEBRUARY 1 each school year.

The purpose of this review is to ensure the site's claim for reimbursement is based on an acceptable meal counting system that yields the actual number of reimbursable free, reduced-price and paid breakfast and lunch meals served for each day of operation.

If any of the questions below are answered "NO," the SFA must ensure the school implements corrective action and conduct a follow up on-site review to determine if corrective action resolved the problem(s) within 45 days. Documentation of corrective action and follow up should be recorded at the end of this form.

School Name	
Self-Review Date	
Name of Reviewer	
Meal Service (Circle One)	Breakfast Lunch

Meal Counting System	YES	NO
<p>1. Meal counts must be taken where complete meals are served to children.</p> <p>Is the POS count taken at the end of the serving line, where a determination can be made that a reimbursable meal has been selected?</p> <p>NOTE: If counts are taken at the front of the line, a staff person must monitor the end of the serving line to ensure all required components are selected for each student meal claimed for reimbursement.</p> <p>The following methods for taking meal counts are NOT acceptable:</p> <ul style="list-style-type: none">• attendance records or morning meal counts• tray counts• cash converted to meals• free, reduced or paid meals backed out of total meal count• counting/claiming number of meals ordered rather than number of meals served		
2. Is the person responsible for monitoring meals correctly identifying reimbursable meals?		
3. Is there a method for recording non-reimbursable meals (for example, meals not meeting meal pattern requirements, second student meals, adult meals, ala carte purchases, etc.) to distinguish them from reimbursable meals?		

4. Are meals charged to student accounts claimed on the day the meals are served?		
5. Are meals served to student workers charged and claimed in the student's correct category of approval (free, reduced, paid)? If school does not utilize student workers, skip this question.		
6. Do meals taken on field trips meet meal pattern requirements and is a POS meal count taken to ensure a reimbursable meal is selected by each student? If "NO" explain:		
7. Does the cashier know the policy for handling:		
a) Lost, stolen, and misused tickets/meal accounting numbers?		
b) Meals served to visiting students?		
c) Non-reimbursable (incomplete) meals?		
8. Did the person(s) responsible for monitoring meals receive training on meal pattern requirements and Offer versus Serve provision (if utilized at this school) this year?		
9. Are daily meal counts (for all serving lines, serving periods, etc.) accurately totaled, recorded and reported?		
10. Does the meal counting and claiming system prevent overt identification (any action that openly identifies children for free or reduced meal benefits in the school lunch or breakfast program:		
a) In the type of meal coding system used?		
b) By disallowing students to share/borrow tickets or meal account numbers in the cafeteria line?		
c) By assuring that if a school uses a checklist, the checklist contains the names of all students, not only those students who receive free and reduced meals, and there is no color coding or indication of a student's category of eligibility on the checklist? If school does not utilize a checklist, skip this question.		
11. Is there a backup system in place if/when the primary counting system is not available (for example, a paper roster)?		

Claim for Reimbursement	YES	NO
1. Is the school's POS count used to determine the school's claim for reimbursement? If "NO" explain:		
2. Was a daily edit check performed by the SFA prior to submitting the monthly claim for reimbursement? The edit check requires daily meal counts are compared to the number of eligible students in each category multiplied by an attendance factor. If daily meal counts are greater than the number of students eligible in each category multiplied by the attendance factor, the reason must be documented. Document reasoning here:		
3. Do the monthly meal count summary and the total of the daily meal counts match the meal counts reported in the monthly claim for reimbursement? If "NO" explain:		

Corrective action to be taken:

Corrective action will be implemented by:

Name	
Title	
Date	

FOLLOW UP Self-Review: Meal Counting and Claiming System

Name of Reviewer	
Date Conducted	

Corrective action implemented:
